

Non-State Agency Authorization to Order (ATO)

ELIGIBILITY:

Must be a local government agency/public agency in the STATE of California that is entirely tax-supported or have a Joint Powers Agreement. To view the [policy and additional information](#) for certifying eligibility.

You will need to contact your account representative to complete the appropriate ATO form.

PROCESS:

- To request assistance in obtaining and completing an Authorization to Order (ATO) form/agreement contact your local [AT&T](#) or [Verizon Business Representative](#).
- For additional information, call the Department of Technology Services, Statewide Telecommunications and Network Division (DTS-STND), Network Support Section at (916) 657-9150.
- Complete the ATO form with your AT&T or Verizon Business representative. The form should list only the requested products and services, and be approved by signature of the local agency's authorized telecommunications representative (ATR).
- You do not have to agree to purchase all services and equipment that the CALNET Master Contract offers, but if you sign an ATO agreement, you must agree to obtain such services from CALNET.
- AT&T or Verizon Business then provides the ATO form to the DTS-STND for review and approval.
- When approved, the DTS-STND returns the ATO form to AT&T for final signature. This then constitutes a fully executed contract.
- Upon full execution of the ATO agreement, the local agency's ATR can now order the selected products and services from the CALNET Master Contract using the Standard [Form 20](#) (pdf) for the initial order. Follow-on orders for products and services may be requested by a Form 20 or any method as agreed between the local agency and AT&T or Verizon.
- For most requirements, an ATO is effective for two (2) years or until the CALNET Master Contract terminates.
- The current CALNET Master Contract end date is January 31, 2012.